



UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202

June, 1988

Dear Colleague:

CB-88-13 (LD)

There are some changes to the forthcoming 1987-88 Fiscal Operations Report/1989-90 Application to Participate (FISAP) in the Perkins Loan, Supplemental Educational Opportunity Grant (SEOG) and College Work-Study (CWS) programs. We are herein advising you of those changes in advance of the form's distribution in late July. Enclosed is a draft copy of the new FISAP form. Most of the changes that have been made to the FISAP are the result of the Higher Education Amendments of 1986, and the final regulations of December 1, 1987, for the Campus-Based programs.

There were no major changes to "Part I - Identifying Information, Certifications, and Warning". Listed below are the major changes that have occurred in the other Parts of the previous FISAP form:

Part II - Application to Participate

Section B - Certain eligible institutions may now request, as with CWS, a waiver of the five percent SEOG institutional share requirement that becomes effective on July 1, 1989. Section 676.21(b) of the SEOG regulations issued December 1, 1987, states that the Secretary may authorize, under special circumstances, a Federal share of 100 percent of the SEOG funds to students for each award year.

Sections C, D, & E - These sections have been rearranged on the application page to reflect a more logical sequence of data reporting. In Section C you must report "Information on Enrollment"; in Section D you must report "Assessments and Expenditures", and in Section E you must report "Information on Eligible Aid Applicants for Award Year 1987-88". No other changes have been made to Part II.

Part III - Perkins Loan Program Report

Section A - Fiscal Report (Cumulative) as of June 30, 1988

Four new lines have been added to report cancellations for volunteer service under the Peace Corps Act and the Domestic Volunteer Service Act of 1973.

Section B - Fund Activity (Annual) during the 1987-88 Award Year

"Calculating the Default Rate", line 6 from the previous 1986-87 report, has been moved to Section C of the new Perkins Loan Fiscal Operations Report.

Section C - Cumulative Repayment Information as of June 30, 1988

Lines 4.3a, 7.1, and 7.7a of the previous 1986-87 report have been eliminated. The data that would have been entered in the previous line 7.1 will now be included in the new line 2. Line 7.1 on the 1987-88 report begins the default categories used in determining the default rate.

Part IV - SEOG Program Report

The final year that SEOG funds were obligated separately as initial year and continuing year was 1986-87. All funds awarded thereafter are being obligated under one document number. Therefore, only one column is needed to report your total SEOG program activity for 1987-88.

Part V - CWS Program Report

Section C - Total Compensation for CWS Under line 11 there are now three categories to report student compensation. You must report earned compensation for a) on-campus expenditures, b) off-campus expenditures at public or private non-profit agencies, and c) off-campus expenditures in the private (for profit) sector.

Section D - Funds Spent From Federal Share of CWS Line 13 provides new lines for total disbursements to students in both the Regular and Community Service Learning Programs. You must report a) compensation at Federal share not to exceed 80 percent; b) off-campus private (for profit) sector compensation at Federal Share not to exceed 60 percent; and c) Community Service Learning Program (CSLP) compensation at Federal Share not to exceed 90 percent.

Also in Section D, under Federal Share of Job Location and Development (JLD) Program Expenditures, line 16, two new lines have been added to report separate regular JLD Program expenditures and JLD Program expenditures for CSLP.

Section G - Information About the Job Location and Development Program Lines 21 and 23, each has two new lines added to report a) regular JLD expenditures and b) CSLP-JLD expenditures.

We suggest that you begin making the necessary changes to your data collection systems now to avoid any last minute problems in meeting the FISAP filing deadline, which will be September 16, 1988, for paper FISAPs, and September 30, 1988, for Electronic FISAPs. If you need clarification on any of these changes, please direct them to your Campus-Based Programs State Representative in Washington.

SPECIAL NOTE:

1. Perkins Loan Program Administrative Cost Allowance - The regulations of December 1, 1987, Section 674.18(b)(5), require that an institution charge any Perkins Loan administrative costs against its Loan Fund during the same award year in which the expenditures for those costs were made. Previous regulations authorized an institution to claim in a subsequent award period any Perkins Loan administrative cost allowance incurred, but not previously claimed, in a prior award period. The new regulatory requirement is effective July 1, 1988; therefore, the current 1987-88 award period ending June 30, 1988, is the last opportunity for an institution to withdraw from cash-on-hand in its Loan Fund, any Perkins Loan administrative cost allowance incurred, but not claimed, in a prior award period.
2. Eligible Aid Applicant Grid Information - This information is provided in order to enable your institution to prepare for completing the eligible aid applicant grid in September, 1989.

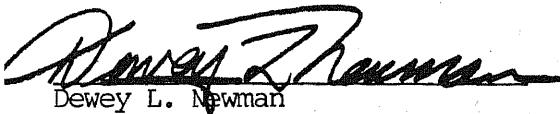
For an award period or period of enrollment that begins on or after July 1, 1988, an institution must use the Congressional Methodology (CM) to determine an expected family contribution for the campus-based programs. This methodology is detailed in Part F - Need Analysis of the Higher Education Act of 1965, as amended. Although the methodology may collect different data from that which is currently collected under an "approved system of need analysis," e.g., uniform methodology, the method by which you will place applicants on the grid in the Fall of 1989 (considering taxable and nontaxable income, dependency status and educational classification) will not change. Likewise, the format of the eligible aid applicant grid will not change.

As always, you must ensure that the taxable and nontaxable income used in computing the expected family contribution for an eligible aid applicant is reflected. However, when you place eligible aid applicants on the grid in the Fall of 1989 you must consider all taxable and nontaxable income used in the methodology. This is a change from previous practice where a dependent student's taxable and nontaxable income was not used in determining grid placement. In completing the grid in September 1989 where the CM provides for consideration of base year income, as in the case of dependent and independent students, that total family taxable and nontaxable income must be used in placing the student on the grid. Likewise, where the CM provides for consideration of projected year income as in the case of a dislocated worker, that income must be used in determining grid placement.

Page 4 - Dear Colleague

We urge you or your representative(s) to attend one of the FISAP workshops scheduled for this summer. If you have not already received a letter from us that contains the FISAP Workshop sites and dates, you will be receiving it shortly. Any questions regarding these workshops should be referred to the Training Officer in the regional office that serves your State.

Sincerely,



Dewey L. Newman
Deputy Assistant Secretary for
Student Financial Assistance



Daniel R. Lau
Director, Student Financial
Assistance Programs

for

Enclosure

Distribution:

Financial Aid Administrator
Chief Fiscal Officer

Application and Fiscal Operations Report (FISAP)

OMB No.
Expires

APPLICATION: Award Period July 1, 1989 - June 30, 1990, REPORT: Award Period July 1, 1987 - June 30, 1988

Part I. Identifying Information, Certifications and Warning

Section A. Identifying Information

1. Name and Address of Institution

2. Serial No. _____
(4 digits)

3. Entity No. -1- _____
(11 digits)

Branch or Multi-Campuses:

Institutions with separately eligible branch campuses which will be funded under this application must list these locations and their addresses on an attached separate sheet.

You may not file a separate application for any separately eligible institution listed herein.

I have attached a separate list of branch campuses: Yes No

4. Type of Institution ("X" one)

- 4.1 Public
 4.2 Private/Non-Profit
 4.3 Proprietary:

- a) Art d) Trade & Technical
 b) Business e) Other
 c) Cosmetology

5. Length/Type of Program ("X" one)

- 5.1 Less than 1 year 5.5 4 years (Baccalaureate Degree granting only)
 5.2 1 year but less than 2 years 5.6 5 years or more
 5.3 2 years but less than 3 years 5.7 Postbaccalaureate only
 5.4 3 years but less than 4 years

Section B. Certifications and Warning

We certify that the information contained in this form is in compliance with governing legislation and regulations and is true and accurate to the best of our knowledge. We understand that the information is subject to audit and program review by representatives of the Secretary of Education.

WARNING: Any person who knowingly provides false or misleading information on this form will be subject to a fine of up to \$10,000 or to imprisonment of up to 5 years or to both under provisions of the United States Criminal Code Title 18 Section 1001.

6. President of Institution

Signature _____

Typed name _____

Date Signed _____

Telephone no. _____
area code - number - extension

7. Financial Aid Administrator

Signature _____

Typed name _____

Date Signed _____

Telephone no. _____
area code - number - extension

8. Chief Fiscal Officer

Signature _____

Typed name _____

Date Signed _____

Telephone no. _____
area code - number - extension

Application

OMB No
Expires

Name of Institution and State _____ Serial Number _____ Entity Number 1 _____

Part II. Application to Participate — For Award Year July 1, 1989 Through June 30, 1990

Section A. Request for Funds for the 1989-90 Award Year

1. Perkins Loan Level of Expenditures \$ _____
2. Perkins Loan Federal Capital Contribution \$ _____
3. SEOG Federal Funds \$ _____
4. CWS Federal Funds \$ _____

Section B. CWS and/or SEOG Institutional Share Waiver Request

(Applies only to certain institutions; see instructions)

I wish to apply as an institution designated as eligible for Title III.

5.1 CWS Yes No

5.2 SEOG Yes No

Name of Institution and State _____ Serial Number _____ Entity Number 1- _____

Section C. Information on Enrollment

(Institutions with TRADITIONAL CALENDAR)

(Institutions with NON-TRADITIONAL CALENDAR)

Institutions that had 1987-88 enrollment data in line 6	(a) Undergraduate		(b) Graduate/Professional		Date	(a)	(b)
						Continuing Students	New Starts
					9 July 1, 1987		
					10 August 1		
					11 September 1		
					12 October 1		
6. Total number of students, 1987-88					13 November 1		
					14 December 1		
					15 January 1, 1988		
					16 February 1		
					17 March 1		
					18 April 1		
					19 May 1		
					20 June 1, 1988		
7. Estimated number of students, 1988-89					21 Total		
8. Projected number of students, 1989-90							

Section D. Assessments and Expenditures

	(a) Undergraduate	(b) Graduate/Professional
22. Total tuition and fees for the Award Year July 1, 1987-June 30, 1988	\$ _____	\$ _____
23. Total Pell expenditures for the 1987-88 Pell Grant Award Year	\$ _____	\$ _____
24. Total expended for State grants and scholarships made to undergraduates for the Award Year July 1, 1987 to June 30, 1988;	\$ _____	\$ _____

Section E. Information on Eligible Aid Applicants for Award Year 1987-88

Taxable & Non-taxable Income	(a) DEPENDENT		Taxable & Non-taxable Income	(c) INDEPENDENT	
	Undergraduate	(b) Graduate/Professional		Undergraduate	(d) Graduate/Professional
25. \$ 0-\$ 2,999			\$ 0-\$ 999		
26. 3,000- 5,999			1,000- 1,999		
27. 6,000- 8,999			2,000- 2,999		
28. 9,000- 11,999			3,000- 3,999		
29. 12,000- 14,999			4,000- 4,999		
30. 15,000- 17,999			5,000- 5,999		
31. 18,000- 20,999			6,000- 6,999		
32. 21,000- 23,999			7,000- 7,999		
33. 24,000- 26,999			8,000- 8,999		
34. 27,000- 29,999			9,000- 9,999		
35. 30,000- 32,999			10,000- 10,999		
36. 33,000- 35,999			11,000- 11,999		
37. 36,000- 38,999			12,000- 12,999		
38. 39,000- 41,999			13,000- 13,999		
39. 42,000- 44,999			14,000- 14,999		
40. 45,000- OVER			15,000- OVER		
41. Total			Total		

Fiscal Operations Report

OMB No
Expires

Name of Institution
and State

Serial
Number

Entity
Number 1

Part III. Perkins Loan Program

SECTION III - FISCAL REPORT (CUMULATIVE) AS OF JUNE 30, 1988

Line	ITEM	NO OF BORROWERS	DEBIT BALANCES	CREDIT BALANCES
	a	b	c	d
1	CASH ON HAND AND IN DEPOSITORY		\$	
2	FUNDS RECEIVABLE FROM FEDERAL GOVERNMENT		\$	
3	FUNDS RECEIVABLE FROM INSTITUTION		\$	
4	FUNDS ADVANCED TO STUDENTS		\$	
5	LOAN PRINCIPAL COLLECTED		\$	
5 1	DEFAULTED LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY THE UNITED STATES		\$	\$
6 4	LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR TO JULY 1, 1972 (control)		\$	\$
7 1	TEACHING SERVICE 15% RATE		\$	\$
7 2	TEACHING SERVICE 20% RATE		\$	\$
7 3	TEACHING SERVICE 30% RATE		\$	\$
7 4	MILITARY SERVICE 12 1/2% RATE		\$	\$
7 5	LOAN PRINCIPAL CANCELLED ON LOANS MADE JULY 1, 1972 AND AFTER (control)		\$	\$
8.1	Volunteer SERVICE 15% RATE		\$	\$
8.2	Volunteer SERVICE 20% RATE		\$	\$
8.3	LOAN PRINCIPAL CANCELLED FOR VOLUNTEER SERVICE (control)		\$	\$
8 9	LOAN PRINCIPAL CANCELLED - DEATH/DISABILITY		\$	\$
10	LOAN PRINCIPAL CANCELLED - BANKRUPTCY		\$	\$
11	LOAN PRINCIPAL ADJUSTMENTS - OTHER		\$	\$
12	FEDERAL CAPITAL CONTRIBUTIONS		\$	\$
13	REPAYMENTS OF FUND CAPITAL TO FEDERAL GOVERNMENT		\$	\$
14	INSTITUTIONAL CAPITAL CONTRIBUTIONS		\$	\$
15	REPAYMENTS OF FUND CAPITAL TO INSTITUTION		\$	\$
16	INTEREST INCOME ON LOANS		\$	\$
17	OTHER INCOME		\$	\$
18	REIMBURSEMENTS TO THE FUND OF AMOUNTS CANCELLED ON LOANS MADE JULY 1, 1972, AND AFTER		\$	\$
19.1	COST OF LITIGATION		\$	\$
19.2	ADMINISTRATIVE EXPENSES		\$	\$
19.3	OTHER COLLECTION COSTS		\$	\$
19.4	COSTS OF LITIGATION, ADMINISTRATIVE EXPENSES, AND OTHER COLLECTION COSTS (control)		\$	\$
20&21	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED FOR TEACHING/MILITARY SERVICE ON LOANS MADE PRIOR TO JULY 1, 1972		\$	\$
22	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED FOR TEACHING SERVICE ON LOANS MADE JULY 1, 1972, AND AFTER		\$	\$
23	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED FOR MILITARY SERVICE ON LOANS MADE JULY 1, 1972 AND AFTER		\$	\$
24.1	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED BECAUSE OF volunteer service in the Peace Corps or the Domestic Volunteer Service Act of 1973		\$	\$
24 25	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED BECAUSE OF DEATH/DISABILITY		\$	\$
26	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED BECAUSE OF BANKRUPTCY		\$	\$
27	COST OF DEFAULTED LOAN PRINCIPAL AND INTEREST ASSIGNED TO AND ACCEPTED BY THE UNITED STATES		\$	\$
27 1	OTHER COSTS OR LOSSES (Specify)		\$	\$
28	TOTAL DEBITS AND CREDITS (sum of lines 1 through 27 1)		\$	\$

Name of Institution and State _____ Serial Number _____ Entity Number 1 - _____

Section B. Fund Activity (Annual) During the 1987-88 Award Year (July 1, 1987 through June 30, 1988)

- | | Amount |
|--|---|
| 1. Final adjusted Federal Capital Contribution authorization _____
date of adj. _____ | \$ _____ |
| 2. Amount of adjusted authorized Federal Capital Contribution for Award Year 1987-88 not requested from ED/PMS by June 30, 1988 | \$ _____ |
| 3. Loans advanced to students from the loan fund during the 1987-88 Award Year (minus 1987-88 Award Year refunds) | \$ _____ |
| 4. Administrative cost allowance for the 1987-88 Award Year (see instructions) | \$ _____ |
| | Number of borrowers (a) Amount (b) |
| 5. Total principal and interest repaid by borrowers from all sources during the 1987-88 Award Year | \$ _____ |

Name of Institution and State _____ Serial Number _____ Entity Number 1 - _____

SECTION C - CUMULATIVE REPAYMENT INFORMATION AS OF JUNE 30, 1988

STATUS OF BORROWERS AS OF JUNE 30, 1988	NUMBER OF BORROWERS b	AMOUNT LENT c	PRINCIPAL AMOUNT OUTSTANDING d
1. Borrowers whose loans are fully repaid			
2. Borrowers whose defaulted loans were referred to and accepted by the U.S. (see instructions)			
3. Borrowers whose defaulted notes were assigned by February 15, 1988 and accepted by the Department of Education.			
4.1 Student status at your institution or at another institution			
4.2 First grace period			
4.3 Deferment and other grace periods			
4.4 Total borrowers not in repayment status (sum of lines 4.1 through 4.3)			
5. Borrowers on schedule in repayment status			
6.1 Past Due: Less than 120 days (monthly installments)			
6.2 Past Due: Less than 180 days (other installments)			
6.3 Total borrowers whose accounts were in default/pastdue but not used in computing the default rate (sum of lines 6.1 and 6.2)			
7.1 120 days or more up to 2 years (monthly installments)			
7.2 180 days or more up to 2 years (other installments)			
7.3 More than 2 years up to 4 years			
7.4 More than 4 years up to 9 years			
7.5 More than 9 years			
7.6 Total borrowers whose accounts were in default & used in computing the default rate (sum of lines 7.1 through 7.5)			
8. Total			

9. Calculating the Default Rate $\left(\frac{\text{Defaulted Principal Amount Outstanding}}{\text{Matured Loans}} \times 100 = \text{Default Rate} \right)$

Part III, Section C, Line 7.6, Column d

Part III, Section A, Line 4, Column c minus the sum of Part III, Section C, Line 4.1, Column c, and Line 4.2, Column c

_____ X 100 = _____ %

Fiscal Operations Report

OMB No
Expires

Name of Institution
and State _____

Serial
Number _____

Entity
Number 1- _____

Part IV. Supplemental Educational Opportunity Grants Program (SEOG)

For Award Year July 1, 1987 Through June 30, 1988

Section A. Funds Authorized/Released for SEOG

1. Final Adjusted SEOG Authorization _____ \$ _____
date of adjustment

Section B. Funds Available for SEOG Expenditures

2. CWS Transferred to and Spent in SEOG + \$ _____

3. SEOG Transferred to and Spent in CWS - \$ _____

4. Funds Available \$ _____

Section C. Funds Spent for SEOG Program

5. SEOG Disbursements to Students \$ _____

6. Administrative Cost Allowance Claimed + \$ _____

7. Funds Spent (Lines 5 + 6) \$ _____

Section D. Use of SEOG Authorization

8. Expended SEOG Authorization (Line 3 + Line 7 - Line 2) \$ _____

9. Unexpended SEOG Authorization (Line 1 - Line 8)
(cannot be negative) \$ _____

Section E. Miscellaneous Information

10. Prior Year Recoveries \$ _____

Fiscal Operations Report

OMB No
Expires

Name of Institution and State _____ Serial Number _____ Entity Number 1- _____

Part V. College Work-Study Program (CWS) For Award Year July 1, 1987 Through June 30, 1988

Section A. Funds Authorized/Released for CWS

1. Final Adjusted CWS Authorization _____ date of adj. \$ _____

Section B. Funds Available for CWS Expenditures

- 2. SEOG Funds Transferred to and Spent in CWS + \$ _____
- 3. CWS Funds Transferred to and Spent in SEOG - \$ _____
- 4. ~~1988-89~~ Funds Carried Back and Spent in 1987-88 + \$ _____
- 5. ~~1986-87~~ Funds Carried Forward and Spent in ~~1987-88~~ + \$ _____
- 6. ~~1987-88~~ Funds Carried Forward to be Spent in ~~1988-89~~ - \$ _____
- 7. ~~1987-88~~ Funds Carried Back and Spent in ~~1986-87~~ \$ _____
- 8. Total Funds Available for ~~1987-88~~ (Lines 1 + 2 - 3 + 4 + 5 - 6 - 7) \$ _____

Section C. Total Compensation for CWS

- 9. Total Earned Compensation for Regular CWS Jobs \$ _____
- 10. Total Earned Compensation for Community Service Learning Program Jobs + \$ _____
- 11. Total Earned Compensation for Total CWS Program (Line 9 + Line 10) \$ _____
 - a. On-campus expenditures \$ _____
 - b. Off-campus expenditures at public or private non-profit agencies \$ _____
 - c. Off-campus expenditures in the private sector (for profit) \$ _____

12. ^{Total} Institutional Share of Earned Compensation (See instructions) \$ _____

Section D. Funds Spent from Federal Share of CWS

13. ^{Total} Federal Share of CWS Disbursements to Students (Both Regular and Community Service Learning Program) \$ _____

- a. Compensation at Federal Share not to exceed 80% \$ _____
- b. Off-campus private (for profit) sector compensation at Federal Share not to exceed 60% \$ _____
- c. Community Service Learning Program compensation at Federal Share not to exceed 90% \$ _____

Name of Institution and State _____ Serial Number _____ Entity Number 1- _____

- 14. Administrative Cost Allowance Claimed for Regular CWS Program + \$ _____
- 15. Administrative Cost Allowance Claimed for CSLP (May Not Exceed 10% of Line 10) + \$ _____
- 16. ^{Total} Federal Share of Job Location and Development Program Expenditures + \$ _____
 - a. Regular JLD Program expenditures: the lesser of \$30,000 or 10% of (the sum of your 1987-88 original and supplemental authorizations, plus lines 4 and 5 of Part V). \$ _____
 - b. JLD Program expenditures for CSLP: the lesser of \$20,000 or 10% of (the sum of your 1987-88 original and supplemental authorizations plus lines 4 and 5 of Part V). \$ _____
- 17. Total Federal Funds Spent for CWS (Sum of Lines 13 through 16) \$ _____

Section E. Use of CWS Authorization

- 18. Expended CWS Authorization (Lines 3 + 6 + 7 + 17) minus (Lines 2 + 4 + 5) \$ _____
- 19. Unexpended CWS Authorization (Line 1 - Line 18) \$ _____

Section F. Miscellaneous Information

- 20. Prior Year Recoveries \$ _____

Section G. Information About the Job Location and Development Program

- 21. Total Expenditures for the Job Location and Development Programs \$ _____
 - a. Regular JLD Expenditures \$ _____
 - b. CSLP-JLD Expenditures \$ _____
- 22. Institutional Expenditures for the JLD Program (See instructions) - \$ _____
- 23. Federal Share of JLD Program Expenditures (Line 21 minus 22; Line 23 Must Equal Section D, Line 16) \$ _____
 - a. Regular JLD Expenditures \$ _____
 - b. CSLP-JLD Expenditures \$ _____
- 24. Number of Enrolled _____ for Whom Jobs Were Located or Developed
- 25. Total Earnings of the Students in Line 24 Above \$ _____

Fiscal Operations Report

OMB No
Expires

Name of Institution
and State _____

Serial
Number _____

Entity
Number 1 _____

Part VI. Program Summary For Award Year July 1, 1987 Through June 30, 1988

Section A. Distribution of Program Recipients and Expenditures by Type of Student

Parental INCOME CATEGORY/ Student Type	PERKINS LOAN		SEOG		CWS		SUMMARY	
	a Recipients	b Funds	c Recipients	d Funds	e Recipients	f Funds	g Recipients	h Funds
1. \$0— 5,999								
2. \$6,000— 11,999								
3. \$12,000— 17,999								
4. \$18,000— 23,999								
5. \$24,000— 29,999								
6. \$30,000 AND OVER								
7. Undergraduate Independent								
8. Graduate / <i>Post-1985, 100%</i>			DOES NOT APPLY	DOES NOT APPLY				
9. Less than half- time students								
10. TOTAL								

Dependent Undergraduate

Name of Institution and State _____ Serial Number _____ Entity Number 1 - _____

Administrative Cost Allowance Worksheet (Worksheet must be retained for audit and program reviews)

Section B. Calculating the Administrative Cost Allowance

STEP 1 Calculate the amount spent in 1987-88 on which the Administrative Cost Allowance is based:

- 1. Total compensation in CWS (amount from Part V, Section C, line 11) \$ _____
- 2. CSLP employment expenditures (amount from Part V, Section C, line 10) - \$ _____
- 3. Eligible expenditures for Administrative Cost Allowance calculation (line 1 minus line 2) (must be the same as Part V, Section C, line 9) \$ _____
- 4. Amount of Perkins Loan funds advanced to students (amount from Part III, Section B, line 4) + \$ _____
- 5. SEOG funds disbursed to students (amount from Part IV, Section C, line 5) + \$ _____
- 6. TOTAL Amount Spent (line 3 + 4 + 5) \$ _____

STEP 2 Calculate the Administrative Cost Allowance:
(Complete only ONE Subsection)

Institutions whose total amount spent was \$2,750,000 OR LESS

- 7. Enter total amount spent (line 6) \$ _____
- 8. Multiply x .05
- 9. TOTAL Administrative Cost Allowance \$ _____
(GO TO STEP 3)

Institutions whose total amount spent was MORE THAN \$2,750,000 but LESS THAN \$5,500,000

- 10. Enter total amount spent (line 6) \$ _____
- 11. Subtract - \$ 2,750,000
- 12. Expenditures over \$2,750,000 (line 10 minus line 11) \$ _____
- 13. Multiply x .04
- 14. Administrative Cost Allowance on expenditures over \$2,750,000 (line 12 x line 13) \$ _____
- 15. Add Administrative Cost Allowance on expenditures of \$2,750,000 + \$ 137,500
- 16. TOTAL Administrative Cost Allowance (line 14 + line 15) \$ _____
(GO TO STEP 3)

Institutions whose total amount spent was \$5,500,000 OR MORE

- 17. Enter total amount spent (line 6) \$ _____
- 18. Subtract - \$ 5,500,000
- 19. Expenditures over \$5,500,000 (line 17 minus line 18) \$ _____
- 20. Multiply x .03
- 21. Administrative Cost Allowance on expenditures over \$5,500,000 (line 19 x line 20) \$ _____
- 22. Add Administrative Cost Allowance on expenditures of \$5,500,000 + \$ 247,500
- 23. TOTAL Administrative Cost Allowance (line 21 + line 22) \$ _____
(GO TO STEP 3)

STEP 3 Decide how much Administrative Cost Allowance the Institution claimed:

- 24. How much Administrative Cost did the Institution claim? (The amount may be the same or less than the amount calculated in Step 2) \$ _____
- 25. How much Administrative Cost did the Institution claim in each program?
 - a. Perkins Loan (must usually be the same as Part III, Section B, line 4, see instructions for Part III, Section B) \$ _____
 - b. SEOG (must be the same as Part IV, Section C, line 6) \$ _____
 - c. CWS (must be the same as Part V, Section D, line 14) \$ _____